

PRAEVEEN INDRABOOPATHI
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E-Mail ID: praveennaidu45@gmail.com

CAREER OBJECTIVE:

- ❖ To attain a challenging job in Procurement Engineer in an organization
- ❖ That allows Professional plus personal growth and adds valuable experience to my career.

PROFESSIONAL QUALIFICATION:

- ❖ Bachelor of Engineering in (**Mechanical Engineering**) from Sri Venkateshwara College of Engineering, Chennai, Tamil Nadu, in **2016**, with 1st Class (**7.8CGPA**).

SKILLS:

- ❖ Efficient in SAP-MM & MS Office 2007
- ❖ Record preparation, preservation and record keeping skills
- ❖ Knowledge of quality standards and tools (PPAP, SPC, MSA, 8D, 5why, ISO TS 16949)
- ❖ Ability to read technical drawings
- ❖ Auditor skills would be preferred
- ❖ Willingness to travel

WORK EXPERIENCE & JOB RESPONSIBILITIES:

Procurement Associate Engineer (Vendor Sourcing) (15th June 2016 to still)
POLYHOSE INDIA RUBBER PVT. LTD.
Chennai-600006

- ❖ Supplier Performance Process activities consistently for the introduction of all new/revised/resourced purchased parts.
- ❖ Coordinate & conduct potential and current suppliers assessments to Aptiv's standards (manufacturing capability assessment, line side review, corrective actions verification)
- ❖ Ensure suppliers meet Aptiv Customer Specific Requirements
- ❖ Ensure supplier processes are capable of achieving required quality & capacity levels (PPAP & R@R)
- ❖ Coach supplier project teams on Problem Solving techniques (5 Why)
- ❖ Coordinate containment activities on purchased components with suppliers and sorting/rework companies
- ❖ Issue complaints to suppliers through Covisint portal for justified quality problems, apply controlled shipping, verify suppliers corrective actions plans, lead cost recovery activities
- ❖ Support plant on a daily basis on purchased components and supplier quality concerns
- ❖ Support customers and internal system audits
- ❖ Permanent and regular developing of professional qualifications
- ❖ Supplier Evaluation Before the company gets to sign a contract with a particular supplier, you will

have to evaluate the supplier to see if it is worth collaborating with it. You will look at the price and quality of the provided items, and how fast a delivery can be completed.

- ❖ **Interviewing Vendors** You will also have to talk, face to face, with vendors, to learn more about their products and services, to make sure that your evaluation is correct and comprehensive.
- ❖ **Visiting Supplier Plants and Distribution Centers** Visiting the supplier's plant and distribution center can tell you a lot about a particular supplier. Is the supplier meeting the standards? Is it working efficiently in order to meet your company's demand? Are the manufacturing, storing, and shipping conditions appropriate? These and other questions will be answered during such visits.
- ❖ **Attending Trade Shows, Conferences, and Meetings** a purchasing/procurement manager is always in a constant learning process, as it is mandatory to be up to date with the latest products and supplier, conditions of the market, and emerging trends.
- ❖ **Unrolling Analysis of Price Proposals and the Financial Reports of the Company** will always want to obtain the best price for each acquisition, so it is your duty to analyze the price proposals of suppliers and the financial reports of the company, before negotiating the best price.
- ❖ **Negotiation of Various Contracts** As mentioned before, one of procurement manager responsibilities is to close great deals in the behalf of the company, so being good negotiator is definitely an advantage.
- ❖ **Collaboration with Suppliers for Agreeing upon Policies** You will have to collaborate with the suppliers in order to come up with convenient policies that will determine details concerning the shipment of products and other details that will keep the workflow steady.
- ❖ **Collaboration with Staff Members for Meeting the Standards** The staff members should be trained concerning the acceptable quality of the received goods, how to determine defective or unacceptable goods, and what actions to take in such cases. So you will be in charge with their preparation when it comes to such knowledge.
- ❖ **Monitoring and Evaluation of Unrolling Contracts** Once a contract is signed, you will have to keep an eye on it to make sure that the vendors will respect their part of the contract. And, of course, when needed, you will have to make the required adjustments to the existent contracts.
- ❖ **Maintaining and Reviewing Records of Bought Items** You will constantly have to be aware of the items that have been purchased. Thus, you need to have up-to-date inventories, plus detailed information about a product's price, performance, and delivery.
- ❖ **Reporting to top Management** It is also an important function of the purchasing department to prepare weekly, monthly, quarterly, bi-annually and yearly reports regarding expenditures of this department and send the same to top management along with details of purchases made and suggestions or improvements, if any.
- ❖ **Punching the purchase order in SAP and placing the orders via Portal**
- ❖ **Template of Vendors.**
- ❖ **Coordinate with vendors to get the shipment status and sending an expedite request for based on the branches fulfilment.**
- ❖ **Tracking the shipments from the Vendor to Warehouse**
- ❖ **Interact with freight forwarders to move the shipment from port to destination.**
- ❖ **Handling the Queries in placing the orders and creating the Inbound Delivery Note (IBDN) to run the GRN (Goods Receipt Notification) smoothly.**

- ❖ Providing the stock in-warding instructions to warehouse.
- ❖ Updating the pending orders and stock report to PG on every weekend and month.
- ❖ Periodical stock review and supplier materials sending to vendor and follow-up
- ❖ Coordinate with vendor finance & internal finance teams against the payment of invoices.
- ❖ Quality Check.
- ❖ Master Data Management (MDM) / Procurement
- ❖ Creating Customer code master and End customer master with the help of Trade license.
- ❖ Material master.
- ❖ Creating Purchase Order and Inbound Delivery Note in SAP by using the Purchase Request created in SAP.
- ❖ Giving shipment Pre Alert to Warehouse.
- ❖ Closely interact with Warehouse Operations for complete control on shipments.
- ❖ GRN verification after the goods receipt.
- ❖ Creating Sales orders and releasing them from Credit.
- ❖ Follow up with warehouse team to ensure the Goods have been received by the Vendor
- ❖ Shipment Follow Ups
- ❖ Later by coordinating with logistics/Forwarder, the shipment will be moved to respective regions. If needed, Pull in request will be send to direct manufacturer for unshipped parts for making drop shipments.
- ❖ Ensuring Import customs documents are intact, so that un-necessary customs delays can be avoided at airport/port.
- ❖ Goods receipt note (GRN) Status
- ❖ Follow up with logistics team to bring the material on time.
- ❖ GRN verification after the goods receipt.
- ❖ Keeping a track for closing the GRN's by Receiving Quality Inputs If any rejection needs to inform vendors and return back the material by RMA process. Must Carry:
- ❖ Supporting QMS department during internal and external audits
- ❖ Maintaining Audit reports of suppliers as per ISO/TS 16949:2009
- ❖ Contribute to innovation and continuous improvement

PERSONAL DETAILS:

Father's Name	Indraboopathi
Date of Birth	26 th June 1995
Nationality	Indian
Marital Status	single
Languages	English, Telugu, Tamil & Hindi
Passport Number	N634908
Passport Issued	08 February, 2016
Passport Expired	07 February, 2026

Thanks & Regard's
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